



## **Library Board of Trustees**

### **Library Board of Trustees Meeting Foundation For The Carolinas, Richardson Board Room Thursday, September 30, 2013**

#### **Trustees Present**

Charles Bowman, Chair  
Molly Griffin, Vice-Chair  
Jennifer Appleby  
Renee' Casali  
Gloria Kelley  
Joan Martin  
Leland Park  
Bob Sink  
Ed Williams

#### **Staff Present**

Cordelia Anderson  
Frank Blair  
Shelley Book  
Jenni Gaisbauer  
Michele Gorman  
Angela Haigler  
Leonora Kaufmann  
Lee Keesler  
Lois Kilkka  
Chuck Mallas  
Rick Ricker  
David Singleton

#### **Others Present**

Sean Hogue (Financial Consultant)  
John McGillicuddy (Mecklenburg County)

#### **Trustees Absent (with cause)**

Robin Branstrom  
Rob Harrington

### **MINUTES**

Chair Charles Bowman called the meeting to order at 12:02 PM and greeted Assistant County Manager, John McGillicuddy and legal counsel Mark Kutny.

Mr. Bowman requested the Board of Trustees to approve an absence with cause for Rob Harrington and Robin Branstrom. On the motion by Ed Williams, seconded by Joan Martin, the Trustees unanimously approved an absence with cause from the Board meeting for Trustees Rob Harrington and Robin Branstrom.

Mr. Bowman requested a motion to approve the minutes from the June 17, 2013 meeting that had been distributed previously via email. On the motion by Jennifer Appleby, seconded by Leland Park, the Trustees unanimously approved the June 17, 2013 Board meeting minutes.

## Committee Activity Report:

- Mr. Bowman informed the Board of the action the Executive Committee took on behalf of the Board approving the Mint Hill easement that would add a median on Highway 51 in front of the Mint Hill Library. Mr. Keesler added that there would be a new entrance added on Lawyers Road that would aid patron access. Mr. Bowman added that no further action was needed but that he wanted to make the full Board aware of the action.
- Ms. Griffin reviewed the information discussed by the Finance Committee that included the library's \$ 4.1 MM dollar fund balance. She explained that of the \$4.1 MM, \$1.7 MM was from the County and that it was expected to be spent by the end of the fiscal year. The balance, \$2.4 MM, represents a cumulative surplus of library-generated funds that have built up over many years. She explained that currently the Library does not have a policy to address the fund balance. She went on to say that library staff will be developing a policy for the fund balance and if any of the remaining \$2.4 MM exceeds requirements by policy the Board may want to consider alternative investment options. Ms. Griffin explained that the Foundation could invest funds and maybe get a better return. Ms. Griffin stated that at our next Board meeting we could consider and possibly vote on the new policy.

Mr. McGillicuddy explained that it was a good idea to have a policy regarding fund balance in place and that the Library may want to share it with the Board of County Commissioners. He stated that the County keeps three months of expenses in their fund balance and that excess fund balance has been used for one-time expenses.

Mr. Williams asked if indeed the Library could transfer money to the Foundation and Mr. Keesler answered that Mr. Kutny was working to determine how this transfer could take place.

Ms. Appleby commented that we may need to use some of the fund balance for the strategic plan rollout.

- Mr. Bowman asked the Board to approve Thomas Graham and Martha Yesowitch for the Library Foundation Board. Ms. Gaisbauer explained that both Robin Branstrom and Sally Robinson had endorsed these candidates. On the motion by Molly Griffin, seconded by Ed Williams, the Trustees unanimously approved the appointments of Thomas Graham and Martha Yesowitch to the Foundation Board.
- Ms. Appleby updated the Board on the work of the Marketing & Communications Committee. She reviewed the Library's new branding and Cordelia Anderson reviewed the communications roll-out time.

**CEO Report:** Mr. Bowman asked Mr. Keesler to present the CEO report.

**County Relationship:** Mr. Keesler discussed the personnel changes Interim County Manager Bobbie Shields has made in regards to the Library. He announced that the Assistant County Manager, John McGillicuddy had replaced Leslie Johnson as the County's primary relationship manager for the Library.

**CMS Relationship:** Mr. Keesler briefly spoke about the growing relationship with CMS leadership and stated that Library provided a letter of recommendation for CMS' grant application for *Race to the Top*. Mr. Keesler commented that he felt positive about the direction of the relationship with CMS.

**Strategic Plan Update** Mr. Keesler asked Library Director David Singleton to provide the Board an overview of the new strategic plan. Mr. Singleton presented the plan document and discussed the three major goals for the Library and the key findings. Mr. Bowman commented that the document was helpful in understanding the plan. Ms. Kelley commented that we should have another version of the document available for those who are visually impaired. Ms. Appleby commented that this plan flows nicely with the Healthy Living campaign that Mr. Tarwater with Carolinas Healthcare System is championing as it relates to creativity and innovation.

Mr. Keesler discussed that next steps would include securing the appropriate funding for the plan and communicating the plan inside and outside the organization.

Mr. Bowman asked that a motion be made to approve the Strategic Plan. On the motion by Jennifer Appleby, seconded by Joan Martin, the Trustees unanimously approved the adoption of the Strategic Plan.

Mr. Bowman asked for the library to put together a 30 second elevator speech regarding the plan for the library going forward. Ms. Casali commented that it would also be helpful to have information regarding the budget so that she could answer budget related questions.

**Annual Development Plan:** Ms. Gaisbauer presented the Foundation's Annual Development Plan covering 5 strategic goals, the Foundation's staffing structure, budget and accomplishments thus far.

Ms. Gaisbauer also reviewed plans for a "signature literary event" to be held in October of 2014. She and Ms. Beach will be traveling to St. Paul to attend their library foundation's Opus & Olives event to get ideas and meet organizers.

Mr. Bowman asked that a motion be made to endorse the Foundation's Annual Plan. On the motion by Mr. Park, seconded by Ms. Griffin, the Board unanimously endorsed the plan.

**Financial Report:** The financial report was presented by Financial Director Chuck Mallas. He reviewed the FY 2014 End of Month statement from August 31, 2013. Current projections show a \$399,000 surplus by the end of the fiscal year. He commented that it is a tight budget year due primarily to personnel costs.

**Budget Adjustments:** Mr. Mallas presented two budget adjustments for Board approval, the first of these was \$8,761 resulting from more funding from Mecklenburg ABC than was anticipated. These additional funds will be placed in Contingency. The second budget adjustment was \$303,152 for salaries and fringes relating to staff merit increases. Mr. Mallas asked for a motion to approve the budget adjustments. On the motion by Ed Williams, seconded by Bob Sink, the Board of Trustees unanimously approved the budget adjustments.

There being no further business, Mr. Bowman asked the Trustees for a motion to adjourn the meeting. On a motion by Ed Williams, seconded by Gloria Kelley, the Trustees unanimously approved adjournment at 1:35 a.m.